



Career Development Package Organizer

Complete this organizer to gather information you need for completing all pieces of your Career Development Package.

1. Contact Information

(Use for both application and résumé.)

Someone reading your application or résumé needs basic information about you, including your name, address, and telephone number. (A Social Security Number is not needed on the résumé but is required by all employers. If you do not have one, you should apply for one through the Social Security Administration Office.)

Name _____
first middle initial last

Address _____
number street apartment
_____ city state zip

Telephone _____

Social Security Number _____

2. Career and Education Plans

(Include on the résumé.)

An employer would want to know about your career and education plans and goals. This can be a brief statement in your résumé. You can also expect current as well as future and long-term career goals to be a topic for a job interview.

A. Job or Career Plans

Examples: become a medical secretary, electrician, machinist, carpenter, computer programmer, store manager, teacher, nurse, scientist, auto mechanic

1. Short-range plans:

2. Long-range plans:

B. Education Plans

Examples: complete high school, two-year college, four-year college, career-technical program, job training program, military training

1. Education goal:

2. Specific description of education plans:

3. Education

(List on both application and résumé.)

Employers are interested in the education you have received. For each school you have attended, give the school name, address, dates attended, and, where appropriate, the diploma and course of study.

A. Schools Attended

List all schools, starting with most recent and ending with junior high or intermediate schools.

Dates attended	School	City/State
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Course of Study

Program of study in high school or ROC/P (Examples: career-technical program in health careers, business major, home economics)

4. Work Experience

(Include on both application and résumé.)

List jobs you have had in order, beginning with the most recent. For each one, indicate the employer and dates of employment, as well as the skills and knowledge you gained in that position. Indicate both full- and part-time jobs. Also include any work that you have done on your own, such as child care, yard work, tutoring, typing, or selling handicrafts.

A. Paid Work Experience

1. Job _____

Type: Full-time ____ Part-time ____ Summer ____

Employer _____

Description/responsibilities _____

Dates employed _____ to _____
mo./yr. mo./yr.

Skills and knowledge gained through this job _____

2. Job _____

Type: Full-time ____ Part-time ____ Summer ____

Employer _____

Description/responsibilities _____

Dates employed _____ to _____
mo./yr. mo./yr.

Skills and knowledge gained through this job _____

To list more jobs, use additional sheets.

4. Work Experience, continued

(Include on both application and résumé.)

Provide information about any volunteer and community work you have done. Examples include work with hospitals, recreational programs, museums, children's groups, charity groups, scouts, and religious organizations. Family activities and responsibilities, such as child care, home or auto repairs, shopping, yard work, and work in family business could also be included.

B. Unpaid Work Experience

1. Name of activity or task _____

Organization _____

Duties or responsibilities _____

Skills and knowledge gained _____

2. Name of activity or task _____

Organization _____

Duties or responsibilities _____

Skills and knowledge gained _____

Use additional sheets, if needed.

5. Special Interests, Activities, and Achievements

(Include on application and résumé and in request for letter of recommendation.)

List and describe courses and subject areas that are interesting to you, as well as other special interests. Also, briefly describe your activities, awards, and special achievements in school.

A. Special Interests

Examples: photography, painting, swimming, reading, dance, art, music, and travel

B. Activities

Examples: clubs, teams, journalism, yearbook, student government, FFA, FBLA, DECA, HOSA, FHA-HERO, VICA, Junior Achievement

C. Achievements

Examples: special awards, scholarships, certificates, and honors

6. Skills, Strengths and Abilities
(Include on application and résumé and in request for letter of recommendation)

Information from the previous sections of this organizer may be used here to summarize the skills, knowledge, and abilities you have gained through your experiences and activities.

A. Skills

Examples: oral communication, farm management, record keeping, carpentry, mechanical skills, basic office skills

B. Strengths

Examples: leadership, punctuality, reliability

C. Abilities

Examples: artistic ability, writing ability, ability to speak more than one language

7. References
(Include on application.
Provide notation on the résumé.)

References are people who can give information about you, your attitudes, and your abilities. Try to select people who know you from different activities. Be sure to ask the individuals for their permission to use them as references. For each reference, you will need the name, job title, organization, address, and telephone number. The notation "References available upon request" is often included on the résumé instead of listing individual references. However, you always need to have the list available in case it is requested.

List at least three people who could write a letter of recommendation for you.

Name, address, telephone number
